



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

January 13, 2004

Dear Superintendents/Administrators:

RE: NCLB 04-11 Data Reporting Policy and Procedures

In response to many questions about the data regarding NCLB programs, this letter will outline the policy decisions made regarding data collections and reporting for both LEAs and the ADE. It will also provide guidance on the procedures LEAs should adopt in order to ensure the most accurate responses are provided in an efficient and timely manner. The material is organized as responses to frequently asked questions.

**Why is the ADE requiring all of this information? Why must it be entered in SAIS?**

NCLB and other state programs under the administration of the Academic Achievement Division (AAD) now have an increased emphasis on accountability, where data is integral to the development and evaluation of programs funded by these resources. It is critical for LEAs and schools to develop systems that will enable them to collect information relevant to the needs of students and teachers, to learn how to use data comprehensively to make informed decisions on the allocation of resources, and to determine the effectiveness of the uses of these funds.

It is the policy of the AAD to limit data collection and reporting to those items authorized by state or federal statute, requested by state or federal offices specifically authorized to collect such information, or requested by state or federal legislative representatives. Data collection and reporting systems are designed to use technology most effectively and to eliminate duplicative requests for the same or similar information. The Student Accountability Information System (SAIS) has been established by statute to be a major source of information in determining funding and the reporting of program information and student achievement. From FY 2004 and forward, the AAD intends to use SAIS need/eligibility data to calculate allocations for NCLB and other state programs it administers. SAIS Support program data will be used for performance reporting to the US Department of Education. ELL language assessment and program data will be used for state and federal ELL program funding and evaluation. By statute, individual student data is confidential and not a public record. SAIS information will only be used for aggregate research and reporting.

**When must the information be entered into the system?**

ADE recommends SAIS enrollment and special needs updating be submitted as often as daily for large LEAs **but no less often than once every ten days** for smaller LEAs. Some critical deadlines are attached to the entry of information into SAIS. In the table below is a list of report dates associated with SAIS information. These dates are either listed in statute or regulations, or the report historically has been due on that date. In some cases, report dates may change from year to year and cannot be known in advance. Additional reports may also be required at various times throughout the year for which due dates are not known. **It is essential that information required by SAIS be kept as current as possible (see guidelines below) in order to ensure that any time the ADE queries the system for information in response to a data request, the most accurate information is available.** Missing or inaccurate data could ultimately jeopardize eligibility for funding or actual allocations.

Listed in the table below are the report dates for which each program office will request SAIS information. For example, English language learner (ELL) counts will be determined on October 1, December 15, and February 1, so that the ELL program enrollment averages for Group B weight can be calculated by February 15<sup>th</sup>. Therefore, ELL transactions should be up to date for each of those benchmarks. All free and reduced-price lunch eligibility information should be entered as students enroll. The count of eligible students will be determined on the 100<sup>th</sup> day of the LEA's school year. Other program need/eligibility dates are listed in the table below.

Support program services should be entered when students receive services throughout the year as part of your updating process. For example, when a student is identified for Title I Reading services, a transaction should be entered in that student's SAIS record indicating participation in that support program. ELLs who are reclassified as fluent English proficient (FEP) should have their SAIS records updated to indicate when they exited the ELL program. All support services student transactions must be completed by the end of the school year or June 30.

Type of Transaction	Name of Source Transaction	Due Date/Report Date
Need	Free and reduced-price lunch eligibility	100 <sup>th</sup> day
Language Need	ELL Program participation	Average of October 1, December 15, and February 1 calculated by February 15 <sup>th</sup>
Support Program	Immigrant	As of February 1, calculated by February 15 <sup>th</sup>
Support Program	Refugee	As of February 1, calculated by February 15 <sup>th</sup>
Support Program	JOM Indian Education	As of 40 <sup>th</sup> day
Support Program	Migrant	As of November 1
Support Program	Title I, Gifted, Homeless, Neglected, Delinquent, School Improvement Supplemental Services, Migrant	End of school year – June 30
Language Program Participation	ELL Assessment/reassessment results	

**What are the “business rules” for AAD programs regarding SAIS information? Where can I find other information on SAIS?**

The AAD program offices have written “business rules” for the SAIS transactions that accompany each program. These are posted on the ADE web site on the SAIS home page under “Business Rules” at <http://www.ade.az.gov/sais/>. This page also contains links to guidance documents on “Getting Started with Student Detail”, frequently asked questions, and the current and archived issues of the *Inside SAIS Newsletter*. Questions relating to general student enrollment, student attendance, and state funding should be referred to School Finance. For technical support (data is not being accepted, user id and password won't work), contact the ADE Support Center at (602) 542-7378 or (866) 577-9636 or e-mail at [support@ade.az.gov](mailto:support@ade.az.gov)

**What types of information cannot be collected using SAIS? How will that be collected?**

Two examples of information that cannot be collected from SAIS are 1) data related to qualifications of teachers or paraprofessionals, and 2) some required student performance data (such as ELL proficiency levels) may not be available using SAIS, if progress is being measured by assessments other than AIMS or Stanford 9.

With the passage of NCLB, the US Department of Education (ED) has been tasked with complying with the changes in data collection NCLB now requires for reporting and accountability purposes. Requests for reports and information must be cleared by the US Office of Management and Budget prior to being released, a very exacting and lengthy process. Until now the ADE has received little guidance on how reports may change as a result of NCLB, but we do know that as part of Title I- A and Title II-A requirements, information about qualifications of paraprofessionals and teachers will need to be reported. Also, Title III requires reporting of the progress of ELLs, not just program participation.

The ADE has developed a web-based system that can be used by the AAD to collect such information via the Common Logon. Both reports and the Interim and Final Consolidated Plan templates are available at this time for use by LEAs to submit information. We have continued to use the Excel-based Consolidated Report format for this year (to report on last year - FY2003). Since many of the elements in the Consolidated Report are now collected through SAIS or may be redefined by ED, future versions of the Consolidated Report will undoubtedly be different or replaced other data collection instruments.

As we transition to collecting and reporting student data use SAIS, there is a concern that not all LEAs have made the changes in their systems in order to report accurately the required elements this year. There will be some required transition reports to cover those gaps to allow for those LEAs that may have system difficulties this year. The first of these will be a report (due February 6, 2004) of the number of ELLs reclassified as FEP during the 2002-2003 school year that will be used to determine the distribution of the ELL bonus fund. More specific information will be sent from the English Acquisition Services Unit later this month.

#### **What achievement data is the ADE providing? How is test data used?**

Both Stanford 9 and AIMS test scores are sent by the testing companies to the ADE and to each LEA. These scores can be used for a variety of purposes. The ADE must follow specific rules about whether a student's score is included for accountability purposes in calculating AZ LEARNS and AYP determinations. AYP data must be disaggregated by NCLB definitions; factors such as length of time at the school, ELL status, or size of each group can include or exclude individual student scores when AYP is calculated at the school or LEA levels. Under AZ LEARNS, some of these same factors are used to determine the achievement profile a school receives, but they are used in different ways. AZ LEARNS uses only valid, category 1 students that have not answered "no" to the question "Did you start the school year at this school?" In addition, the AZLEARNNS calculation utilizes both Stanford 9 and AIMS in its formula; academic achievement under AYP is determined solely on AIMS scores. (Under the Common Logon, in the AZLEARNNS/NCLB section, there are documents that specifically define the selection criteria for each calculation.)

At the LEA and school level, test scores can provide a variety of information that will inform decisions at all levels. As part of its needs assessment, the NCLB planning committee should review **all of the test scores**, including those that may not be used for accountability purposes, in order to design instructional support for students who need the supplemental instruction from an NCLB program. By relying solely on AYP data or AZ LEARNS data, LEAs that have large populations of mobile or ELL students may overlook a significant need that should be addressed. Achievement scores can be disaggregated in a variety of ways across the LEA, by school and by classroom in order to make decisions about reinforcing strengths and eliminating weaknesses instructional programs.

#### **What are the responsibilities of school and district administrators regarding data?**

Whether it is student achievement data or program participation data or student subgroup data, your data is a tool that can be used to provide information that should be incorporated into your school and LEA operations. This data should be used to evaluate and improve education programs. The best decisions can only be made using the most accurate and comprehensive data available. School and LEA personnel have the responsibility to ensure that any data provided to the ADE has been collected accurately and in a timely manner. When AYP or AZ LEARNS data are received, it is the responsibility of

the LEA to appeal decisions made on incorrect data. All school personnel should be trained on how to report and use various kinds of data in designing, delivering and/or evaluating programs. The impact of the Family Education Rights and Privacy Act (FERPA) should be understood.

**How can I receive direct e-mails regarding NCLB?**

Communication of information is key to understanding of the requirements for data management. Last January, Superintendent Horne requested that all LEA superintendents, charter signers, business managers and school principals/administrators be included in e-mail groups so that electronic communication can be used to deliver information in a timely, direct manner from the ADE. LEAs are responsible for maintaining up-to-date e-mail addresses with the ADE, and can do so by using the LEA Core Data application in the Common Logon menu. In addition to information about superintendents and business managers, the LEA can now enter contact information, including e-mail addresses, for the following staff members who have these responsibilities:

NCLB / Federal Programs Coordinator  
Title I Program Coordinator  
Title II Program Coordinator  
ELL (English Language Learner) / Title III Program Coordinator  
Title IV Program Coordinator  
Title V Program Coordinator  
Homeless Program Coordinator  
Indian Education Program Coordinator  
Migrant Program Coordinator  
Gifted Program Coordinator  
Human Resources Director

To enter or update district personnel contact information, Superintendents/Administrators should request access to the LEA Core Data application in Common Logon, if they have not already done so. Superintendents/Administrators can request access via e-mail to [SupportCenter@ade.az.gov](mailto:SupportCenter@ade.az.gov) or phone (602-542-7378). They then can delegate which district staff can enter and update the contact information. The e-mail and phone numbers above may also be used to access technical assistance in use of the Core Data Common Logon Menu Item.

In addition to providing the "Business Rules" for SAIS data entry, each program office will send periodic updates to LEAs on the specific data issues affecting that program, using the e-mail addresses as entered in the Core Data application as well as by regular mail.

This outline of data reporting policy and procedures is intended to highlight the key issues regarding student and achievement data in the context of NCLB. Please take advantage of the links to further information available on the ADE web site as indicated. A list of e-mail addresses for program contacts for the Academic Achievement Division is available at [www.ade.az.gov/asd/](http://www.ade.az.gov/asd/). You may e-mail me with specific questions at [nkonitz@ade.az.gov](mailto:nkonitz@ade.az.gov) or call me at 602-542-7470.

Sincerely,

*Nancy Konitzer*

Nancy Konitzer  
Deputy Associate Superintendent  
Title I and NCLB Consolidated Activities